

## **Prevocational Services**

### **Definition**

Prevocational Services are aimed at preparing an individual for paid or unpaid employment, but are not job-task oriented. Services include teaching concepts such as compliance, attendance, task completion, problem solving and safety.

Prevocational Services are provided to persons not expected to be able to join the general workforce or participate in a transitional sheltered workshop within one year (excluding supported employment programs). When compensated, individuals are paid less than 50 percent of the minimum wage. Activities included in this service are not primarily directed at teaching specific job skills, but at underlying habilitative goals, such as attention span and motor skills. Prevocational services will be reflected in the individual's Support Plan as directed to habilitative, rather than explicit employment objectives.

Documentation must be maintained in the file of each participant stating that this service is not otherwise available to the person under the Rehabilitation Act of 1973 or PL 94-142.

Transportation may be provided between the individual's place of residence and the site of habilitation services or between habilitation sites (in cases where the individual receives services in more than one place) as a component of Prevocational Services. The cost of this transportation is included in the rate paid to the provider.

### **Service Unit**

The service unit for Prevocational Services is one (1) day in which the participant is documented to be present for at least four (4) hours.

Refer to the current HASCI Waiver rate table for reimbursement amounts. *This can be accessed via the SCDDSN Application Portal >R2D2 >View Reports >Waiver >Service Rates >HASCI.*

### **Service Limit / Restrictions**

Prevocational Services cannot exceed 250 units per year.

### **Providers**

Prevocational Services must be provided by a SCDDSN-contracted provider of Day Services that operates a facility or program licensed by SCDDSN or its contracted QIO.

The provider's current policies and procedures for admission and enrollment must be followed.

## **Arranging and Authorizing the Service**

If a HASCI Waiver participant requests and is determined to need Prevocational Services, his or her Support Plan must clearly document need for training in specific concepts/skills to prepare for employment, behavioral supports, and/or appropriate socialization.

When the need for the service has been identified, SC Vocational Rehabilitation Department (SCVRD) must be contacted to determine if this service is available through a program funded by SCVRD. The *Request for Determination of Availability of Service* (HASCI Form 13) should be used to request this determination. *This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver.* Receipt of the *Request for Determination of Availability of Service* (HASCI Form 13) must be documented in a Service Note and a copy maintained in the participant's file.

If the service is not available through SCVRD, choice must be offered among available providers able to admit the participant. It must be clearly documented in Service Notes that choice (if available) was offered and the provider selected (or accepted) by the participant.

After need for Prevocational Services has been documented and a provider identified, the participant's Support Plan must be updated to clearly reflect the name of the service, the amount, frequency, and duration of the service, and the provider type. Budget information for the service must then be entered into the Waiver Tracking system (WTS).

To initiate the service following WTS processing, the provider must be authorized using *Authorization for Habilitation Services* (HASCI Form 12A).

*This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver.*

## **Billing**

Prevocational Services must be Board-billed to the participant's SCDDSN Financial Manager agency; no prior authorization number is required.

The Financial Manager agency must follow *Procedures to Report and Bill for Board-Based Services Provided to HASCI Waiver Recipients* to receive reimbursement from SCDDSN.

*This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >Finance Manual Chapter 10, Section 10-14.*

## **Monitorship**

The Service Coordinator must monitor provision of each HASCI Waiver service received by a participant to:

- verify the service is being provided as authorized,
- assure the usefulness and effectiveness of the service,

- determine the participant's and/or representative's satisfaction with the service and service provider(s), and
- confirm health status and safety of the participant.

Monitorship includes:

- Contact with the participant and/or representative within two (2) weeks after beginning the service or beginning with a new provider of the service
- Contact with the participant and/or representative at least every three (3) months
- Contact with service providers as necessary to confirm health status and safety of the participant and appropriate provision of authorized services

Monitoring of HASCI Waiver services may be accomplished by the Service Coordinator during required bi-monthly contacts with the participant and/or representative and face-to face visit each 6 months (every 180 days) to monitor the participant's Support Plan and health status. These contacts and face-to-face visits must be documented in Service Notes.

Information obtained during monitoring may lead to changes in authorized HASCI Waiver services, such as increased/decreased units, change of provider, or change to a more appropriate service.

### **Service Denial, Reduction, Suspension, and Termination**

If a HASCI Waiver participant is denied a service that was requested or denied an increase in units of a service already authorized, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for denial. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

If a participant's authorized units of a HASCI Waiver service must be reduced, temporarily suspended, or indefinitely terminated, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for the action. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

Except when the action was requested by the participant or legal guardian or if the action is due to the participant's death, admission to a hospital or nursing facility, or loss of Medicaid and/or HASCI Waiver eligibility, there must be at least 10 calendar days between the date of notification and effective date of the action.

Written notification to the participant or legal guardian is made using the following forms, which are also used to notify each affected service provider of the action:

- *Notice of Denial of Service* (HASCI Form 11C)
- *Notice of Reduction of Service* (HASCI Form 11A)
- *Notice of Suspension of Service* (HASCI Form 11B)
- *Notice of Termination of Service* (HASCI Form 11)

*These can be accessed via the SCDDSN Application Portal>Business Tools>Forms>HASCI Waiver.*

When the action becomes effective, the participant's Support Plan must be updated and budget information in the Waiver Tracking System (WTS) must be adjusted accordingly. For service reduction or termination, excess or unused units must be deleted from the budget.